


82-21851

26 January 1982

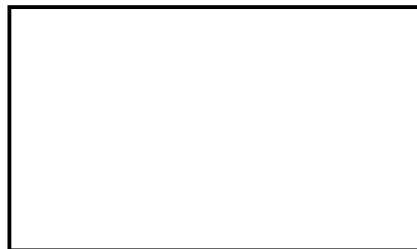
Admiral Inman: 

Per the last paragraph in the attached, you agreed to raise at a DCI Staff Meeting the matter of answering correspondence. May I suggest you do so this Friday, the 29th. Some points you might include:

- Correspondence and actions must be answered in a timely manner and the DCI and DDCI expect you to supervise this through your managers.
- The DDCI and EXDIR will be monitoring this and the ES has been asked to provide a weekly delinquency report.
- If a full reply will take time, an interim response is always required; to be in contact with a Congressman's Staff does not obviate an interim reply to the principal.
- Correspondence to and from the DCI and DDCI must go through the ES for control and coordination (why don't we hold up on your reaffirmation of this in writing, reserving that for later if called for--I'll let you know).

OK

STAT



thank you for
your assistance
we shall start the
delinquency report next
week.

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